ELI Monthly Update

These monthly updates provide up to date information on problems, questions, concerns, and progress being made in the ELI system, list common questions, major changes, and new reports to test, updates to the web site, and special requests for action from me.

Please read through everything. I don't include things that are not important.

- The biggest update to report is that our programmer is retiring as of March 2004. We are searching for someone to replace him but because he has 40+ years of programming experience this is a hard task. Between now and his retirement he will be focusing on the update to the counseling and testing system HIV5 (soon to be HIV6), which will accommodate rapid testing.
    - Jeffrey and I will still be around to answer your questions and provide any TA we can.
- **Training Update**
    - The training schedule for 2004 is being set now. I will post the new flyer right below the system logon button when it is finished.
    - Thanks to those who volunteered to host a training next year!
    - Advanced trainings are in the works as well. We hope to offer these trainings next year. Stay tuned.

- **ELI in the New Fiscal Year**—If you haven't moved to the new FY in ELI you are very far behind. To do this please complete the following steps:
    - Update agency information for you <u>and</u> your contractors
        1. Click on Agencies
    - Email slivermo@dhs.ca.gov with additions or deletions to the operators list
    - Run the Missing Emails Report and correct
        1. Click on Reports-Choose Missing Emails Report
    - Update your contract (s)
        1. Click on Contracts-Click Edit
    - Attach the appropriate interventions to the appropriate contract
        1. Click on Interventions-Click on Edit
    - Call 916-445-9258 when you have completed the above

A lot of questions have come up about how to name an intervention. In short, ***the name of the intervention should describe the <u>activity</u> you are doing with the client <u>or the topic</u>(s) you are discussing with them. Please review the "How to Name an Intervention" document on the ELI main web page under the System Login button.***

- **Technical Assistance**
    - There are several levels of ELI technical assistance and training available to counties and community based organizations
        - **Regional ELI 101 Trainings**—held every other month across the state. See ELI Training Flyer on main ELI web page.
        - **Programmatic TA and Training**—held by The Center for AIDS Prevention Studies California Technical Assistance Project (CTAP) upon request. All services are free to OA funded agencies and health departments.
        - **Over the phone TA on the ELI web system**-from Office of AIDS (916) 449-5823. Calls returned within 48 hours.

- **Over the phone TA on HIV prevention research and evaluation**-from CTAP calls returned within 48 hours.
- **On-call TA on the ELI web system from Office of AIDS**—a one-hour appointment can be made with the ELI systems manager. The systems manager will be on call during that hour to answer questions that come up during a E&P coordinator site visit, meeting, training, data entry session etc.

- **Data Issues--**Now that a full year using ELI has passed I can see a few things in the data that I will share with you.
    - The majority of contacts are coming from outreach interventions and the majority of the contacts in outreach are being recorded on outreach check sheets, which are used for encounters that are five minutes or less.
    - Most folks were able to adapt their SOW to the new instructions sent out this year that matched ELI more closely and most were able to fill in the ELI intervention set up screens. However, the information that is being filled in doesn't make a lot of sense. Here are some common themes I see:
        - General population is the 3rd most popular target population being checked
        - Several interventions (approximately 40) indicated a target population other than what their intervention title suggested it should be
        - Many interventions had every target population listed checked off
        - Through site visits with counties and their CBOs we have found that if the county themselves set up all of the interventions it most often did **NOT** accurately reflect what was actually happening in the organization.
        - Some agencies were using forms incorrectly
            - Using outreach forms in groups
            - Having clients fill out forms
            - Using check sheets for all encounters in outreach not just those under 5 minutes
            - Checking No for a question when the client did not say No they just declined to answer

That's all for now. **Please contact me** at anytime with questions, concerns, or feedback on the ELI system itself or the ELI forms.